

INVITATION FOR BID (IFB)  
**CITY OF ROUND ROCK PURCHASING OFFICE**  
221 E. Main Street  
Round Rock, Texas 78664-5299

**BIDS ARE DUE TO THE PURCHASING OFFICE**

**AT THE ABOVE ADDRESS BEFORE BID**

**OPENING TIME.**

FACIMILE RESPONSES

SHALL NOT BE ACCEPTED

INVOICE TO:

City of Round Rock  
Accounts Payable  
221 East Main Street  
Round Rock, Texas 78664-5299

SHOW BID OPENING DATE &

BID NUMBER IN LOWER LEFT

HAND CORNER OF SEALED BID

ENVELOPE & SHOW RETURN

ADDRESS OF BIDDING FIRM.

BIDDING INFORMATION: CMRC WATER CHILLER

**BID NUMBER** 07-005

**OPENING DATE:** 10/31/2006 3:00 p.m.

**BID LOCATION:** 221 E. Main Street, 1st Floor  
Council Chambers, Round Rock, TX 78664

**RETURN SIGNED ORIGINAL AND ONE COPY OF BID**

**BIDDER SHALL SIGN BELOW**

**Failure to sign bid will disqualify bid**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**BID F.O.B. DESTINATION**

**UNLESS OTHERWISE SPECIFIED BELOW**

DESTINATION:

City of Round Rock  
CLAY MADSEN REC CENTER  
1600 Gattis School Road  
Round Rock, TX 78664

\_\_\_\_\_  
Print Name

**SEE 1.7 ON BACK FOR INSTRUCTIONS:**

TAX ID NO.:

LEGAL BUSINESS NAME:

ADDRESS:

ADDRESS:

CONTACT:

TELEPHONE NO.:

BUSINESS ENTITY TYPE:

**Bidder agrees to comply with all conditions set forth below and on the reverse side of this IFB.**

ITEM #	CLASS & ITEM	DESCRIPTION	QTY	UNIT	MAKE/MODEL	UNIT PRICE	EXTENSION
	3113						
1		AIR-COOLED, SCREW TYPE, 170 TON WATER CHILLER	1	EA			
BID PRICE SHALL INCLUDE DELIVERY & INSTALLATION. IF BIDDER CANNOT DELIVER AND INSTALL DURING REQUESTED TIME FRAME, BIDDER MUST SPECIFY TIME FRAME THEY CAN PERFORM SERVICES.							
AWARD MAY BE BASED ON BEST DELIVERY							

**DELIVERY IN \_\_\_\_\_ DAYS**

"By the signature hereon affixed, the bidder hereby certifies that neither the bidder nor the entity represented by the bidder, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the bid made to any competitor or any other person engaged in such line of business."

## BIDDING INSTRUCTIONS

### ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF BID ANY EXCEPTIONS THERETO MUST BE IN WRITING

#### 1. BIDDING REQUIREMENTS:

- 1.1 Bidding requires pricing per unit shown and extensions. If trade discount is shown on bid, it should be deducted and net line extensions shown. Bidders guarantees product offered will meet or exceed specifications identified in this Invitation For Bid (IFB).
- 1.2 Bids should be submitted on this form. Each bid shall be placed in a separate envelope completely and properly identified. See instructions on IFB. Bids must be in the Purchasing Office before the hour and date specified on the IFB.
- 1.3 Late bids properly identified will be returned to bidder unopened. Late bids will not be considered.
- 1.4 Bid F.O.B. destination, freight, prepaid, & allowed unless otherwise specified on the IFB. If otherwise, show exact cost to deliver.
- 1.5 Bid unit price on quantity and unit of measure specified, extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increase will not be considered.
- 1.6 Bid prices shall be firm for acceptance 30 days from bid opening date. "Discount from List" bids are not acceptance unless requested. Cash discount will not be considered in determining the low bid. All cash discounts offered will be taken if earned.
- 1.7 Bids shall give Tax Identification Number, full name and address of bidder. Failure to sign will disqualify bid. Person signing bid shall show title and authority to bind signatories firm in a contract. Firm name should appear on each page in the block provided in the upper right corner. Business Entity shall be one (1) of the following: Individual, Partnership, Sole Proprietorship, Estate/Trust, Corporation, Governmental. Non-profit, all others shall be specified. **INDIVIDUAL:** List name and number as shown on Social Security Card. **SOLE PROPRIETORSHIP:** List legal name followed by legal business name and Social Security Number. **ALL OTHERS:** List legal name of entity and Tax Identification Number (Tin).
- 1.8 Bid cannot be altered or amended after opening time. Any Alterations made before opening time shall be initialed by bidder or an authorized agent. No bid can be withdrawn after opening time without approval of the CITY based on a written acceptable reason.
- 1.9 The City is exempt from State Sales Tax and Federal Excise Tax. Do not include tax in bid.
- 1.10 The City reserves the right to accept or reject all or any part of bid, waive minor technicalities and award the bid to best serve the interests of the City, Split awards may be made at the sole discretion of the City.
- 1.11 Consistent and continued tie bids could cause rejection of bids by the City and/or investigation for antitrust violations.
- 1.12 Telephone bids and facsimile bids are not acceptable in response to the IFB.
- 1.13 **CAUTION:** Bid invitation allows sufficient time for receipt of the preferred mail response. The City shall not be responsible for bids received late, illegible, incomplete, or otherwise non-responsive

#### 2. SPECIFICATION:

- 2.1 Any catalog, brand name or manufacturer's reference used in IFB is descriptive only (not restrictive), and is used to indicate type and quality desired. Bids on brands of like nature and quality will be considered unless advertised under the provisions of Section 252.022 of the Texas Local Government Code. If other than brand(s) specified is offered, illustrations and complete descriptions of product offered are requested to be made a part of the bid. If bidder takes no exceptions to specifications or reference data in bid, bidder will be required to furnish brand names, numbers, etc, as specified in the IFB.
- 2.2 All items bid shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in IFB. Verbal agreements to the contrary will not be recognized.
- 2.3 Samples, when requested, must be furnished free of expense to the City. If not destroyed in examination, they will be returned to the bidder, on request, at bidder expense. Each example should be marked with bidders' name and address, City bid number and code. Do not enclose in or attach to bid.
- 2.4 The City will not be bound by any oral statement or representation contrary to the written specifications of this IFB.
- 2.5 Manufacturer's standard warranty shall apply unless otherwise stated in the IFB.

#### 3. TIE BIDS: In case of tie bids, the award will be made in accordance with Section 271.901 of the Texas Local Government Code.

#### 4. DELIVERY:

- 4.1 Bid should show number of days required to place material in City's designated location under normal conditions. Failure to state deliver time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. (See 4.2 following.)
- 4.2 If delay is foreseen, contractor shall give written notice to the City. The City has the right to extend delivery date if reasons appear valid. Contractor must keep the City advised at all times of status of order. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting contractor.
- 4.3 No substitutions or cancellations permitted without written approval of the City.
- 4.4 Delivery shall be made during normal working hours only, unless prior approval for late delivery has been obtained from the City, unless otherwise specified in the IFB.

#### 5. INSPECTION AND TESTS: All goods will be subject to inspection and test by the City to the extent practicable at all times and places. Authorized City personnel shall have access to any supplier's place of business for the purpose of inspecting merchandise. Tests may be performed on samples submitted with the bid or on samples taken from regular shipments. If the products tested fail to meet or exceed all conditions and requirements of the specifications, the cost of the sample used and the cost of the testing shall be borne by the supplier. Goods, which have been delivered and rejected in whole or in part, may, at the City's option, be returned to the Vendor or held for disposition at Vendor's risk and expense. Latent defects may result in revocation of acceptance.

#### 6. AWARD OF CONTRACT: A response to an IFB is an offer to contract with the City based upon the terms, conditions, and specifications contained in the IFB. Bids do not become contracts unless and until they are accepted by the City through its designates and a purchase order is issued. The contract shall be governed, construed, and interpreted under the Charter of the City and the laws of State of Texas. All contracts are subject to the approval of the City Council or Manager.

#### 7. PAYMENT: Vendor shall submit three (3) copies of an invoice showing the purchase order number on all copies.

#### 8. PATENTS AND COPYRIGHTS: The contractor agrees to protect the City from claims involving infringements of patents or copyrights.

#### 9. VENDOR ASSIGNMENTS: Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract, which arise under the antitrust laws of the State of Texas. Tx, Bus. And Comm. Code Ann. Sec. 15.01, et seq. (1967).

#### 10. BIDDER AFFIRMATION:

- 10.1 Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts, and the bidder shall be removed from all bid lists. By signature hereon affixed, the bidder hereby certifies that:
- 10.2 The bidder has not given, offered to give, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, tip, favor, or service to a public servant in connection with the submitted bid.
- 10.3 The bidder is not currently delinquent in the payment of any debt owed the City.
- 10.4 Neither the bidder nor the firm, corporation, partnership, or any entity represented by the bidder, or anyone acting for such firm, corporation, or entity has violated the antitrust laws of this State codified in Section 15.01 et. Seq. Texas Business and Commercial Code, or the Federal Antitrust Laws, nor communicated directly or indirectly the bid made to any competitor, or any other person engaged in such line of business.
- 10.5 The bidder has not received compensation for participation in the preparation of the specification for this IFB.

#### 11. NOTE TO BIDDERS: Any terms and conditions attached to bid will not be considered unless the bidder specifically references them on the front of this bid form. **WARNING:** Such terms and conditions may result in disqualification of the bid (e.g. bids with the laws of a state other than Texas requirements for prepayment. Limitations on remedies, etc.) The City of Round Rock can only accept bids which contain all the terms and conditions of its formal IFB; in particular, all bidders affirmations and certifications must be included. Submission of bids on forms other than City bid form may result in disqualification of your bid.

#### 12. INQUIRIES: Inquiries pertaining to bid invitations must give bid number, codes, and opening date.

## REFERENCE SHEET

**Please Complete and Return This Form with the Solicitation Response**

**SOLICITATION NUMBER:** IFB 07-005 CMRC Water Chiller

**BIDDER'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Provide the name, address, telephone number and point of contract of at least three firms that have utilized similar service for at least 2 year. References may be checked prior to award. Any negative responses received may result in disqualification of bid.

1.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(     )                      Fax Number (     )
2.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(     )                      Fax Number (     )
3.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(     )                      Fax Number (     )
4.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(     )                      Fax Number (     )
5.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(     )                      Fax Number (     )

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION OF AWARD.

## CITY OF ROUND ROCK

SPECIFICATION NO.  
07-031-13  
DATE: October 2006

### AIR-COOLED, SCREW TYPE, 170 TON WATER CHILLER

#### **PART 1 GENERAL**

1. **PURPOSE:** The City seeks to contract with a qualified bidder to provide all goods and labor to deliver and install an Air-Cooled, Screw Type, 170 Ton Water Chiller to the City owned facility identified on the Invitation For Bid (IFB).
2. **DEFINITIONS:** The following definitions will be used for identified terms throughout the specification and bid document:
  - 2.1. Bidder identified throughout this specification shall describe persons and entities that consider themselves qualified to provide the goods, equipment or services.
  - 2.2. City – Identifies the City of Round Rock, Travis and Williamson County, Texas.
  - 2.3. Contract – A mutually binding legal document obligating the Contractor to furnish the goods, equipment or services, and obligating the City to pay for it.
  - 2.4. Contractor – A person or business enterprise providing goods, equipment, labor and/or services to the City as fulfillment of obligations arising from a contract or purchase order.
  - 2.5. Goods represent materials, supplies, commodities and equipment.
  - 2.6. Purchase Order - is an order placed by the Purchasing Office for the purchase of Goods or Services written on the City's standard Purchase Order form and which, when accepted by the Bidder, becomes a contract. The Purchase Order is the Bidder's authority to deliver and invoice the City for Goods or Services specified, and the City's commitment to accept the Goods or Services for an agreed upon price.
  - 2.7. Subcontractor - Any person or business enterprise providing goods, equipment, labor, and/or services to a Contractor if such goods, equipment, labor, and/or services are procured or used in fulfillment of the Contractor's obligations arising from a contract with the City.
3. **CLARIFICATION:** For clarification of specifications, bidders may contact:

**Randy Barker**  
**Purchasing Supervisor**  
**City of Round Rock**  
**Telephone: 512-218-3295**

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to bid opening without written approval of the City of Round Rock through the Purchasing Division.

4. **CONFLICT OF INTEREST:**

- 4.1 Effective January 01, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any vendor or person considering doing business with a local government entity disclose the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Completed Conflict of Interest Questionnaires may be mailed or delivered by hand to the City Secretary. If mailing a completed form, please mail to:

City of Round Rock  
Christine Martinez, City Secretary  
221 East Main Street  
Round Rock, Texas 78664

- 4.2 Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the vendor's proposal.

**PART II**

**GENERAL CLAUSES AND CONDITIONS**

1. **GOODS:** The equipment furnished under this specification shall be the latest improved model in current production, as offered to commercial trade, and shall be of quality workmanship and material. The bidder represents that all equipment offered under this specification shall be new. **USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.**
2. **LABOR:** The Contractor shall provide all labor and goods necessary to perform the project. The Contractor shall employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor.
3. **EXCEPTIONS:** Any variation from this specification must be indicated on the bid or on a separate attachment to the bid. The sheet shall be labeled as such.
4. **STANDARDIZATION:** The City of Round Rock is committed to procuring quality goods and equipment. We encourage manufacturers to adopt the International Organization for Standardization (ISO) 9001-9003 standards, technically equivalent to the American National Standards Institute/American Society for Quality Control (ANSI/ASQC Q91-93 1987), and obtain certification. Adopting and implementing these standards is considered beneficial to the manufacturer, the City, and the environment. It is the City's position that the total quality management concepts contained within these standards can result in reduced production costs, higher quality products, and more efficient use of energy and natural resources. Manufacturers should note that future revisions to this specification might require ISO certification.
5. **ENVIRONMENT:** The unit provided shall meet or exceed all federal and state of Texas safety, health, lighting and noise regulations and standards in effect and applicable to equipment furnished at the time of manufacture.
6. **DAMAGE:** The Contractor shall be responsible for damage to the City's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment. The Contractor shall be responsible and liable for the safety, injury, and health of its working personnel while its employees are performing service work.
7. **WORKPLACE:** The City reserves the right to inspect the facilities and organization before recommending any award; or to take any other action necessary to determine a prospective vendor's ability to perform. The city may reject bids where evidence submitted or investigation and evaluation indicates an inability of the bidder to perform.

8. **BEST VALUE EVALUATION:** All bids received shall be evaluated based on the best value for the City. Best value will be determined by considering all or part of the criteria listed, as well as any relevant criteria specifically listed in the solicitation.
- 8.1. Bid price
  - 8.2. Reputation of the bidder and of bidder's goods and services.
  - 8.3. The quality of the bidder's goods or services.
  - 8.4. The extent to which the goods or services meet the City's needs
  - 8.5. Bidder's past relationship with the City. All vendors will be evaluated on their past performance and prior dealings with the City to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, late delivery.
  - 8.6. The total long-term cost to the Municipality to acquire the bidder's goods or services.
9. **EX PARTE COMMUNICATION:** Please note that to insure the proper and fair evaluation of a bid, the City of Round Rock prohibits ex parte communication (e.g., unsolicited) initiated by the Bidder to the City Official or Employee evaluating or considering the bids prior to the time a bid decision has been made. Communication between Bidder and the City will be initiated by the appropriate City Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the bid. Ex parte communication may be grounds for disqualifying the offending Bidder from consideration or award of the bid then in evaluation, or any future bid.
10. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly services or quantities, as determined by the City's budget for the fiscal year in question. The City may effect such termination by giving Contractor a written notice of termination at the end of its then current fiscal year.
11. **CANCELLATION:** The City reserves the right to cancel the Agreement without penalty by providing 30 days prior notice to the other party. Contractor shall provide the City with 120 days written notice prior to cancellation of the Agreement and shall continue services for a period of time not to exceed 120 days after written notification. Termination under this paragraph shall not relieve the Contractor of any obligation or liability that has occurred prior to cancellation. **Note: This Agreement is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations**
12. **ABANDONMENT OR DEFAULT:** A Contractor who abandons or defaults the work on the contract and causes the City to purchase the services elsewhere may be charged the difference in service if any and shall not be considered in the re-advertisement of the service and may not be considered in future bids for the same type of work unless the scope of work is significantly changed.
13. **COMPLIANCE WITH LAWS:** The successful bidder shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the resulting agreement, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When requested, the Contractor shall furnish the City with satisfactory proof of its compliance.
14. **CODES, PERMITS AND LICENSES:** The successful bidder shall comply with all National, State and Local standards, codes and ordinances and the terms and conditions of the services of the City of Round Rock, Texas, as well as other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful bidder shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations. (City of Round Rock fees and costs will be waived)

15. **INDEMNITY:** Contractor shall indemnify, save harmless and defend the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees incident to the performance of the resulting agreement and arising out of a willful or negligent act or omission of the Contractor, its officers, agents, servants and employees.
16. **INSURANCE:** (The following insurance requirements applies to contracts for services that are performed at City Facilities or at sites designated by the City and for supplies that are delivered to City facilities by the Contractor personnel). The Contractor shall procure and maintain at its sole cost and expense for the duration of the contract or purchase order resulting from a response to this bid/Specification insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work as a result of this bid by the successful bidder, its agents, representatives, volunteers, employees or subcontractors.
- a. Certificates of Insurance and endorsements shall be furnished to the City and approved by the City before work commences.
  - b. The following standard insurance policies shall be required:
    - i. General Liability Policy
    - ii. Automobile Liability Policy
    - iii. Worker's Compensation Policy
  - c. The following general requirements are applicable to all policies:
    - i. Only insurance companies licensed and admitted to do business in the State of Texas shall be accepted.
    - ii. Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a per occurrence basis for property damage only.
    - iii. Claims made policies shall not be accepted, except for Professional Liability Insurance.
    - iv. Upon request, certified copies of all insurance policies shall be furnished to the City
    - v. Policies shall include, but not be limited to, the following minimum limits:
      - 1. Minimum Bodily Injury Limits of \$300,000.00 per occurrence.
      - 2. Property Damage Insurance with minimum limits of \$50,000.00 for each occurrence.
      - 3. Automobile Liability Insurance for all owned, non-owned, and hired vehicles with minimum limits for Bodily Injury of \$100,000.00 each person, and \$300,000.00 for each occurrence, and Property Damage Minimum limits of \$50,000.00 for each occurrence.
      - 4. Statutory Worker's Compensation Insurance and minimum \$100,000.00 Employers Liability Insurance.
    - vi. Coverage shall be maintained for two years minimum after the termination of the Contract.
  - d. The City shall be entitled, upon request, and without expense to receive copies of insurance policies and all endorsements thereto and may make reasonable request for deletion, revision, or modification of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding either of the parties hereto or the underwriter of any of such policies). Upon such request by the City, the Contractor shall exercise reasonable efforts to accomplish such changes in policy coverage and shall pay the cost thereof. All insurance and bonds shall meet the requirements of the bid specification and the insurance endorsements stated below.

- e. Contractor agrees that with respect to the required insurance, all insurance contracts and certificate(s) of insurance will contain and state, in writing, on the certificate or its attachment, the following provisions:
- i. Provide for an additional insurance endorsement clause declaring the Contractor's insurance as primary.
  - ii. Name the City and its officers, employees, and elected officials as additional insured's, (as the interest of each insured may appear) as to all applicable coverage.
  - iii. Provide thirty days notice to the City of cancellation, non-renewal, or material changes
  - iv. Remove all language on the certificate of insurance indicating:
    1. That the insurance company or agent/broker shall **endeavor** to notify the City; and,
    2. Failure to do so shall impose no obligation of liability of any kind upon the company, its agents, or representatives.
  - v. Provide for notice to the City at the addresses listed below by registered mail:
  - vi. Contractor agrees to waive subrogation against the City, its officers, employees, and elected officials for injuries, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance.
  - vii. Provide that all provisions of this contract concerning liability, duty, and standard of care together with the indemnification provision, shall be underwritten by contractual liability coverage sufficient to include such obligations within applicable policies.
  - viii. All copies of the Certificate of Insurance shall reference the project name, bid number or purchase order number for which the insurance is being supplied.
  - ix. Contractor shall notify the City in the event of any change in coverage and shall give such notices not less than thirty days prior notice to the change, which notice shall be accomplished by a replacement Certificate of Insurance.
  - x. All notices shall be mailed to the City at the following addresses:
 

<b>Assistant City Manager</b> <b>City of Round Rock</b> <b>221 East Main Street</b> <b>Round Rock, TX 78664-5299</b>	<b>City Attorney</b> <b>City of Round Rock</b> <b>309 East Main Street</b> <b>Round Rock, TX 78664</b>
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  - f. Approval, disapproval, or failure to act by the City regarding any insurance supplied by the Contractor shall not relieve the Contractor of full responsibility or liability for damages and accidents as set forth in these requirements. Neither shall bankruptcy, insolvency, or denial of liability by the insurance company relieve the Contractor from liability.
  - g. If the Contractor employs, contracts with or otherwise permits any other individual or entity to perform any of the obligations of the Contractor, then any and all of these individual or entities shall be bound by the same insurance requirements as the successful bidder.

**17. WORKER'S COMPENSATION INSURANCE: The following insurance requirements applies to contracts for services that are performed at City Facilities or at sites designated by the City and for supplies that are delivered to City facilities by the Contractor personnel)**

Texas Labor Code, Section 406.098 requires workers' compensation insurance coverage for all persons providing services on building or construction projects for a governmental entity.



Certificate of coverage ("certificate") - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Workers' Compensation Commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the CONTRACTOR's/person's work on the project has been completed and accepted by the OWNER.

Persons providing services on the project ("subcontractor") in Section 406.096 - includes all persons or entities performing all or part of the services the CONTRACTOR has undertaken to perform on the project, regardless of whether that person contracted directly with the CONTRACTOR and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

The CONTRACTOR shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the CONTRACTOR providing services on the project, for the duration of the project.

The CONTRACTOR must provide a certificate of coverage to the OWNER prior to being awarded the contract.

If the coverage period shown on the CONTRACTOR's current certificate of coverage ends during the duration of the project, the CONTRACTOR must, prior to the end of the coverage period, file a new certificate of coverage with the OWNER showing that coverage has been extended.

The CONTRACTOR shall obtain from each person providing services on a project, and provide to the OWNER:

- A.** a certificate of coverage, prior to that person beginning work on the project, so the OWNER will have on file certificates of coverage showing coverage for all persons providing services on the project; and
- B.** no later than seven calendar days after receipt by the CONTRACTOR, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

The CONTRACTOR shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

The CONTRACTOR shall notify the OWNER in writing by certified mail or personal delivery, within 10 calendar days after the CONTRACTOR knew or should have known, or any change that materially affects the provision of coverage of any person providing services on the project.

The CONTRACTOR shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

The CONTRACTOR shall contractually require each person with whom it contracts to provide services on a project, to:

- A.** provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing services on the project, for the duration of the project;

- B.** provide to the CONTRACTOR, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on a project, for the duration of the project;
- C.** provide the CONTRACTOR, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- D.** obtain from each other person with whom it contracts, and provide to the CONTRACTOR:
- 1) a certificate of coverage, prior to the other person beginning work on the project; and
  - 2) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project
- E.** retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
- F.** notify the OWNER in writing by certified mail or personal delivery, within 10 calendar days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- G.** contractually require each person with whom it contracts, to perform as required by paragraphs (A thru G), with the certificates of coverage to be provided to the person for whom they are providing services.
- H.** By signing this contract, or providing, or causing to be provided a certificate of coverage, the Contractor is representing to the Owner that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions. The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor that entitles the Owner to declare the contract void if the Contractor does not remedy the breach within ten calendar days after receipt of notice of breach from the owner.
- 18.** **LIENS:** Contractor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the resulting agreement. At the City's request the Contractor or subcontractors shall provide a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- 19.** **VENUE:** Both the City and the Contractor agree that venue for any litigation arising from a resulting agreement shall lie in Williamson County.
- 20.** **INDEPENDENT CONTRACTOR:** It is understood and agreed that the Contractor shall not be considered an employee of the City. The Contractor shall not be within protection or coverage of the City's Worker' Compensation insurance, Health Insurance, Liability Insurance or any other insurance that the City from time to time may have in force and effect.

**PART III**  
**SPECIFICATIONS**

1. **SCOPE**: This specification describes an **Air-Cooled, Screw Type, 170 Ton Water Chiller** to be delivered and installed at the Clay Madsen Recreation Center. The system shall include all the accessories as stated in the IFB.
2. **STATEMENT OF INTENT**: These specifications cover only the general requirements as to the performance and design criteria of the CCCIS, as well as certain details to which the successful bidder shall conform. Bidders shall be responsible for furnishing and installing equipment that meets or exceeds all of the requirements as set forth herein, as well as provide equipment that is designed for the intended application.
3. **BIDDER QUALIFICATIONS**: The opening of a bid will not be construed as the City's acceptance of such bidder as qualified and responsible. All bidders shall:
  - 3.1 Be firms, corporations, individuals or partnerships normally engaged in the sale and distribution of commodity or provision of the services as specified herein.
  - 3.2 Have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City.
  - 3.3 Provide references to include the name, address, telephone number and point of contract of at least three entities for which the bidder has preformed similar service and or utilized the exact technology within the past three years. Any negative responses received may result in disqualification of bid.
  - 3.4 Identify any subcontractors to be used for this project. Experience, qualifications and references of the subcontractors shall be submitted. The City reserves the right to approve or disapprove all subcontractors prior to any work being performed.
4. **CONFIDENTIALITY OF CONTENT**: Bids received are subject to release as public information unless the bid or specific parts of the bid can be shown to be exempt from the Texas Public Information Act. Bidders are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The City assumes no obligation or responsibility for asserting legal arguments on behalf of potential Bidders.
  - 4.1. If a Bidder believes that a bid or parts of a bid are confidential, then the Bidder shall so specify. The Bidder shall stamp in bold red letters the term "CONFIDENTIAL" on that part of the solicitation, which the Bidder believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All bids and parts of bids that are not marked as confidential will be automatically considered public information after the contract is awarded.
5. **MANUALS**: One set of manuals and documentation shall be supplied for the water chiller purchased upon delivery and shall provide complete and comprehensive information on all equipment, equipment components and accessories.
6. **WARRANTY**: The unit shall be warranted against defects in material and workmanship for a period of not less than 12 months for parts, material and labor beginning with the date of acceptance. If the manufacturer's standard warranty exceeds 12 months, then the manufacturer's standard warranty shall be in effect. The successful bidder shall furnish a copy of the manufacturer's warranty at time of delivery. Compressor shall carry a minimum of five (5) years warranty on parts, materials and labor.
7. **PRE-BID**: A pre-bid meeting shall be held on site in order to clarify any questions that arise. It is strongly recommended that each bidder make the pre-bid and site inspection of the location(s) identified on the IFB to fully acquaint themselves with the site conditions, as they exist for full comprehension of the facilities, difficulties and/or restrictions attending the proposed work.

7.1. A Pre-bid conference will be conducted Wednesday, **October 25, 2006** at **2:30 p.m.**, Clay Madsen Recreation Center, 1600 Gattis School Road in Round Rock, TX.

7.1.1. A Facilities Maintenance Coordinator will conduct a site inspection tour immediately following the pre-bid conference on **October 25, 2006**.

7.1.2. Bidders shall sign in at the site inspection to become aware of all conditions affecting performance and bid prices.

8. **SITE RESTRICTIONS**

8.1. Parking: Contractor shall have its employee's vehicles and company vehicles park in a designated area. This area will be determined at the beginning of any work.

8.2. City Equipment: The contractor shall not use any City owned equipment for use in its operation.

9. **SERVICE RESPONSIBILITIES:** The successful bidder shall provide all personnel, material and equipment required to complete the project by the completion date as well as be responsible for:

9.1. Coordinating with the City's project administrator to establish best work schedule, location of utilities, irrigation and other obstacles and discuss any changes and/or delays with the project completion.

9.2. Clearing the work site of all debris and trash accumulated or created as a result of the project.

9.3. All electrical work for removal of old chiller and the reconnection of new chiller.

9.4. The disconnection of existing chiller water lines and the re-installation of new chiller water lines to the unit.

9.4.1. All water lines to be insulated.

9.5. Removal and disposal of old water chiller.

10. **PROJECT ADMINISTRATOR:** All work performed under the contract will be supervised and verified by the City of Round Rock designee noted below.

**Pete Dominguez**  
**(512) 801-4547**

11. **DETAILED SPECIFICATIONS:**

11.1 **Refrigeration Circuit:**

- 11.1.1 Full R-134a refrigerant charge
- 11.1.2 Full load factory run test and run test report
- 11.1.3 Independent refrigeration circuits
- 11.1.4 Rotary screw compressors
- 11.1.5 Compressor protection
- 11.1.6 Electronic expansion valve (EXV)
- 11.1.7 Flooded shell-and-tube cooler
- 11.1.8 Cooler insulation
- 11.1.9 Filter drier
- 11.1.10 Moisture indicating sight glass
- 11.1.11 AeroAcoustic condenser fans
- 11.1.12 Al/Cu condenser coils
- 11.1.13 Liquid & discharge circuit service valves

**11.2 Chilled Water Circuit:**

- 11.2.1 Electronic flow switch (thermal dispersion)
- 11.2.2 Freeze protection (cooler heaters)

**11.3 Controls/Communication:**

- 11.3.1 Microprocessor comfortlink control
- 11.3.2 Hinged access panels
- 11.3.3 Temperature & pressure display
- 11.3.4 Chilled water temperature reset (from return fluid)
- 11.3.5 Low water temperature protection
- 11.3.6 High pressure protection
- 11.3.7 Low pressure protection
- 11.3.8 Compressor lead/lag control (cycles & run-time)
- 11.3.9 Unit mounted control panel
- 11.3.10 Must be able to communicate with Siemens Energy Management System

**11.4 Electrical:**

- 11.4.1 Single point primary power entry (sizes 080-350)
- 11.4.2 Dual point primary power entry (sizes 400-500)
- 11.4.3 On-Off switch

**11.5 Packaging/Security:**

- 11.5.1 Condenser coil trim panels

**11.6 Chiller Pad:**

- 11.6.1 Shall be built to meet water chiller specifications.
- 11.6.2 Pad shall include five (5) feet of walk and workspace around the entire chiller.

**PART IV**

**SERVICE, ACCEPTANCE, AND PAYMENT**

1. **SERVICE:** The successful bidder shall have service and maintenance available to the City within a 130 mile radius of the City, and shall be able to respond to a request for service:
  - 1.1. Within 12 hours of notification for telephone service and/or maintenance.
  - 1.2. Within 24 hours of notification for on-site service and/or maintenance.
2. **DELIVERY:** Delivery and installation of the equipment shall be completed during the time frame of December 21, 2006 through January 2, 2007.
  - 2.1. If bidder is unable to meet the specified time frame, exception must be noted on a separate page and included with bid response.
    - 2.1.1. Bidder shall submit an alternate bid to furnish portable HVAC during installation.
    - 2.1.2. City reserves the right to determine supplier of portable HVAC service to the location.
  - 2.2. If the awarded vendor fails to complete the installation within the proposed timeframe, the awarded vendor shall furnish (at no cost to City) adequate alternative HVAC to allow the facility to carry on the normal daily business functions and activities.

3. **ACCEPTANCE**: Acceptance shall be contingent upon the unit being in full compliance with specifications and performing intended function for not less than 30 continuous days.

3.1. The vendor will be notified if the unit delivered is not in full compliance with the specifications.

3.1.1. Vendor shall bring unit to full compliance within five (5) business days.

3.2. In the event the unit fails to perform intended function for thirty (30) continuous days, vendor shall have five (5) business days to make corrections and acceptance period will restart.

3.2.1. The acceptance process will be repeated until such time that acceptance is achieved or purchase order is cancelled.

3.3. If any purchase order is canceled for non-acceptance, the needed equipment may be purchased elsewhere and the vendor may be charged full increase, if any, in cost and handling.

4. **INVOICING**: Contractor shall submit one original and one copy of invoice to the following address:

**City of Round Rock  
Finance Department  
221 East Main Street  
Round Rock, TX78664-5299**

Note: No partial payments will be made. Payment will be processed upon completion of installation, inspection and testing, and acceptance.

5. **PROMPT PAYMENT POLICY**: Payments will be made within thirty days after the city receives the supplies, materials, equipment, or the day on which the performance of services was completed or the day on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Contractor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

5.1. There is a bona fide dispute between the City and Contractor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or

5.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or

5.3. There is a bona fide dispute between the Contractor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or

5.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

6. **OVERCHARGES**: Contractor hereby assigns to purchaser any and all claims for overcharges associated with this agreement which arise under the antitrust laws of the United States, 15 USGA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Bus. and Com. Code, Section 15.01, et seq.

**PART IV**  
**ACCESSORIES**

**Accessories to be included in the Invitation for Bid (IFB):**

<b><u>Accessory No. 1:</u></b>	Freeze protection
<b><u>Accessory No. 2:</u></b>	Suction Service valve
<b><u>Accessory No. 3:</u></b>	Control Transformer
<b><u>Accessory No. 4:</u></b>	Al Fin/Cu tube
<b><u>Accessory No. 5:</u></b>	Low Sound Option
<b><u>Accessory No. 6:</u></b>	XL
<b><u>Accessory No. 7:</u></b>	Low Ambient Head Pressure Control
<b><u>Accessory No. 8:</u></b>	Single Point
<b><u>Accessory No. 9:</u></b>	BACnet Translator Control
<b><u>Accessory No. 10:</u></b>	Hail Guards + Coil Trim Panels + Upper & Lower Grilles
<b><u>Accessory No. 11:</u></b>	Touch Pilot Display